TEACHER'S ATTENDANCE AND SCHOLARSHIP RECORDS AND REPORTS

Form No. C. A. 100

DESIGNED FOR RURAL AND SMALL GRADED SCHOOLS

Manufactured by

IHLING BROS. EVERARD CO.

KALAMAZOO, MICHIGAN

MODEL PAGE PROPERLY FILLED OUT

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH
Beginning *Oct 3,* 19*27* — No. of Days Taught *20*
Ending *Oct. 28,* 19*27* Dist. No. *3* *Lowell* Township *Julia Smith* Teacher

Arithmetic	Drawing	Language—Grammar	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Agriculture	Civil Gov't	*Nature Study*	Number	Grade	NAMES OF PUPILS (Opening Day's Registration Should be Listed Alphabetically)	Age	Sex
B	B	A	C	B	B	B	A	B				1	6	*Anderson, Jennie*	11	F
	D	B		B	C	C	B				D	2	2	*Clawson, Donald*	6	M
A	B	B	B	C	B	A	A	B				3	7	*Bates, Mary*	13	F
B	C	B		B	C	B	C	A			B	4	3	*Bowman, Henry*	8	M
	C	C		B	C	D	C				C	5	1	*Daniels, Emma*	5	F
B	A	B	C	B	A	B	A		C	B		6	8	*Ennes, Lucy*	14	F
A	B	B	A	B	B	C	C	B				7	6	*Foster, John*	12	M
B	A	C		B	A	B	C	B				8	5	*Griffith, Frank*	10	M
C	B	A		C	B	A	B	B			B	9	3	*Heinz, Inez*	7	F
B	C	B		D	C	B	A	B			B	10	4	*Jarvis, Arvid*	8	M
C	B	B		B	B	A	B	C			C	11	4	*King, Minnie*	9	F
	A	B		A	A	B	B				B	12	1	*Nichols, Beatrice*	5	F
	B	C		B	A	B	B				B	13	2	*Washburn, Ada*	6	F
B	C	D	F	C	B	C	C		B	C		14	8	*O'Brien, Edward*	15	M
A	B	B		C	B	B	C	B				15	5	*Emerick, Roy*	11	M
C	C	B		B	D	C	D	C				16	5	*Olson, Oscar*	10	M
												17				
												18				
												47				
												48				

DAY OF MONTH — 1st Week, 2d Week, 3d Week, 4th Week

Number	M *3*	T *4*	W *5*	T *6*	F *7*	M *10*	T *11*	W *12*	T *13*	F *14*	M *17*	T *18*	W *19*	T *20*	F *21*	M *24*	T *25*	W *26*	T *27*	F *28*	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
1																					40		20		
2			T																	X	38	2	20	1	
3						\										\					38	2	20		
4																					40		20		
5				/		I		\			X					/				X	33	7	20	2	*Sickly.*
6	\					T					X										37	3	20	1	
7																				/	39	1	20		
8																					40		20		
9				⊥																	40		20	1	
10									/												39	1	20		
11													T			L					30		15	1	
12																					40		20		
13																					40		20		
14	RT					T				/	/								⊥	/	37	3	20	2	*Work Permit Revoked*
15	R														/						39	1	20		
16						ET															30		15		*From Dist. 1, Portland Twp., Ionia Co.*
Monthly Totals																					*600*	*20*	*310*	*8*	

SCHOLARSHIP MARKS

A=Excellent E=Failure
B=Good X=Absent from examination
C=Average I=Incomplete
D=Poor

MEMORANDA

Scholarship Credits —
Minnie King, 3 wks. only
Oscar Olson, 3 wks. only

ATTENDANCE SYMBOLS

R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
\ =Absent in Forenoon
/ =Absent in Afternoon
X=Absent all Day

A minus sign after ET, RT, or L means "in Afternoon."

NOTE

See MODEL on inside Title Page; also, INSTRUCTIONS FOR TEACHER.

#2966 [illegible] 9-22-87 School Records

Name of Teacher *Hazel E. Richards*
Township *Alamo* School District *4*

INSTRUCTIONS FOR THE TEACHER

(Forms CA 100 A and CA 100 B)

From the accompanying Daily Attendance and Monthly Scholarship Record, or other attendance register in use, fill in each current day the proper items. This record is to be made in duplicate, using a sharp pencil and a carbon sheet.

At the close of the school month, the original or white sheet of this form should be promptly transmitted to your county commissioner of schools. The Commissioner of Schools may request the teachers in township or small graded schools to send the reports to the Superintendent in charge.

Data inserted in spaces under "Students Received" and "Students Left" will be found invaluable in checking with current reports, form CA-27; also, with entries and withdrawals recorded on the Daily Attendance and Scholarship Record.

Column 1. REGISTRATION shall designate the first enrollment of a child in a MICHIGAN SCHOOL, either public or private, during the current school year, and SHALL BE RECORDED THE FIRST DAY, AND THE FIRST DAY ONLY, THAT THE CHILD IS IN SCHOOL. A pupil entering from outside the state shall be considered a new registration. Registration for "Year to Date" is an increasing number, which cannot be diminished.

Column 2. A child Received by Transfer must not be added to Registration. A child entering is a transfer when coming from another teacher or school in Michigan where he has already been enrolled during the current school year.

Column 3. RETURNS. There are some students who are marked LEFT then later in the year return, either because the family has returned, an employment permit revoked, or other similar cause. Such cases ONLY should be entered in Column 3 and must be explained in the MEMORANDA.

Column 4. All "Lefts" are to be regarded as permanent "Lefts." No child should be marked "Left" except when transferred to some other teacher or school, or when legally excused from attendance in accordance with the provisions of the school law and with regulations set up by the Superintendent of Public Instruction.

When opening a new month's report, opposite "Totals from Last Month" place numbers brought forward from "Totals for Year to Date" of previous month's report. Then, at the close of the month, add "Totals for the Month" to "Totals from Last Month" to secure "Totals for Year to Date" of current month. Only new registrations are to be added to make totals in column 1.

DAILY MEMBERSHIP for the year is to be computed according to item 8 on Form 100 B. Daily membership for any current day will be the membership for the preceding day plus new entries for the current day under column 1, 2, and 3, less losses for the day under Column 4. DAILY MEMBERSHIP means number belonging at date and is not to be confused with REGISTRATION or with actual attendance.

Attendance is to be recorded only on the days school is actually in session. Average attendance is obtained under item 10 on Form CA 100 B.

The totals for each month in columns 1, 2, 3, 4, 5, and 6 are to be recorded on Form CA 100 B. The totals of these columns for the school year should be the same as the "Totals to Date" on the last month's report. Items 7, 8, 9, 10, 11, 12 and 13 are to be computed at the close of the school year and the white sheet of Form CA 100B is to be sent to the Commissioner with the last month's report.

The spaces for "Extra Days Taught" are to be used only for days taught, if any, in making up lost time not previously reported.

Use code given below for "Country of Birth" for both Father and Mother.

Albania	65	Greece	46	Poland	50
Arabia	63	Holland	21	Portugal	44
Armenia	61	Hungary	60	Roumania	45
Australia	15	India	85	Russia	52
Austria	22	Ireland	13	Scotland	11
Belgium	42	Italy	40	Serbia	53
Bohemia	51	Japan	81	Spain	43
Bulgaria	54	Jugo-Slavia	53	Sweden	30
Canada	14	Latvia	56	Switzerland	23
China	80	Lithuania	55	Syria	62
Colored	99	Malay Peninsula	86	Turkey	64
Czecho-Slovakia	51	Mexico	82	Ukraine	52
Denmark	32	Montenegro	53	U. S. White	01
England	10	Negro	99	U. S. Colored	99
Esthonia	57	Netherlands	21	U. S. Indian	84
Finland	33	Norway	31	Wales	12
France	41	Persia	66	West Indies	83
Germany	20			Unknown	70

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH
BEGINNING Sept. 1 1941
ENDING Sept. 26 1941

NO. OF DAYS IN SESSION 19

DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't	Number	Grade	NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth.	Age	Sex	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
B		A			C	A	B				1	2	Buck, Betty Jean	7	F	38	2	20		In town
C		B			C	B	B				2	1	" , Flora Mae	5	F	35	3	20		Dentist
A		C		D	C	C	B	D			3	3	" , Richard	8	M	36	2	20		Ill
B		C			C	D	D				4	2	Emerson, Catherine		F	36	2	20	2	Just out
D		C	D	B	C	B	E	C	B	C	5	8	Garrison, Glenn	13	M	38		20		
E		C	D	C	C	C	D	D			6	6	Lord, James		M	37	1	20		Just out
A		A		C	B	A	A	C			7	3	Mollitor, Crystall		F	38		20		
B		B			C	D	D				8	2	Pio, Clarence		M	37	1	20	2	Just out
E		C	D	C	C	B	B	C			9	5	" , Dale		M	36	2	20	5	Ill
C		C			C	C	C				10	B	" , Glory		F	36	2	20	9	At Lapeer
C		D		B	C	C	D	D			11	3	Porter, Robert		M	38		20		
E			E		C	C	E				12	6	Strauss, Frederick		M	28	10	20		Cold
C		C		A	C	C	D	B			13	4	" , Hazel		F	36		18		
											14									
											15									
											16									
											17									
											18									
											19									
											20									
											21									
											22									
											23									
											24									
											25									
											26									
											27									
											28									
											29									
											30									
											31									
											32									
											33									
											34									
											35			14						
											36			5						
											37									
											38									
											39									
											40									
													Monthly Totals			468	24	258	18	

Daily marks columns: 1st Week, 2d Week, 3d Week, 4th Week (M T W T F each).

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-30907

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT B-1-2-3-4-5-6-8

DATE OF MONTH	DAY OF WEEK	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 A.M. A Number Present	6 A.M. B Number Tardy	6 P.M. C Number Present	6 P.M. D Number Tardy
S 1	M							12	Labor		Day	
2	T	7	5					12	12		12	
3	W		1					13	12	2	12	
4	T							13	10		10	
5	F							13	12		12	
8	M							13	9		12	
9	T							13	13		13	
10	W							13	12	1	12	
11	T							13	12	3	12	
12	F							13	12	2	12	
15	M							13	13		13	
16	T							13	13		13	
17	W							13	13		13	
18	T							13	13	2	13	
19	F							13	13	1	13	
22	M							13	13		13	
23	T							13	13	2	13	
24	W							13	13	3	10	
25	T							13	13	2	13	
26	F							13	12		13	
Extra Days Taught												
Totals for Month		7	6					258	236	18	234	
Totals for Last Mo.												
Total to Date												

ATTENDANCE SYMBOLS

R=Registered
ET=Entered by Transfer
RT=Returned
L—Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
T̶=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4= Membership
13+0+0 -0=13

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH
BEGINNING Sept. 29 1941
ENDING Oct. 24 1941

NO. OF DAYS IN SESSION 20

DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't			Number	Grade	NAMES OF PUPILS (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth)	Age	Sex
A		B			B	A	B						1	2	Buck, Betty Jean		F
B		B			C	B	B						2	1	" , Flola Mae		F
A		C		B	C	C	B	C					3	3	" , Richard		M
A		C			C	D	D						4	2	Emerson, Catherine		F
C		D	C	B	C	B	E	C	B	C			5	8	Garrison, Glenn		M
D		D	C	B	C	C	E	D					6	6	Lord, James		M
A		B		D	B	A	B	C					7	3	Mollitor, Crystall		F
C		C			C	D	D						8	2	Pio, Clarence		M
D		C	D	B	C	B	D	D					9	5	" , Dale		M
C		C			C	C	B						10	B	" , Glory		F
C		C		D	C	C	C	C					11	3	Porter, Robert		M
E		C	D	D	C	C	E	E					12	6	Strauss, Frederick		M
D		C		A	C	C	B	C					13	4	" , Hazel		F
													14	2	Campbell, Bernard		M
													15	4	" , Willard		M
													16				
													17		Entered Oct. 23.		
													18				
													19				
													20		Teacher was gone Oct. 20-21-22 but		
													21				
													22		taught the 23rd & 24th. Those two		
													23				
													24		extra days will be used later in		
													25				
													26		the year.		
													27				
													28				
													29				
													30				
													31				
													32				
													33				
													34				
													35				
													36				
													37				
													38				
													39				
													40				

DAY OF MONTH 19

Number	1st Week M	T	W	T	F	2d Week M	T	W	T	F	3d Week M	T	W	T	F	4th Week M	T	W	T	F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
1			X																						Hartford Fair
2			X																						" "
3			X																						" "
4	X				\								X	Institute											Dr.-Playing
5																									
6													X												Playing
7					X																				Rainy
8	X				X								X												Dr.-Playing
9													X												
10													X												Away
11																									
12						X	X	X	X																Itch
13																									
14																E									
15																E									

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

Monthly Totals

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-39907

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT B-1-2-3-4-5-6-8

DATE OF MONTH	DAY OF WEEK	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	A.M. B Number Tardy	P.M. C Number Present	P.M. D Number Tardy
S.29	M							13	11	2	11	
30	T							13	13		13	
O.1	W							13	10		10	
2	T							13	13	5	13	
3	F							13	10		12	2
6	M							13	12		12	
7	T							13	12		12	
8	W							13	12		12	
9	T							13	12		12	
10	F							13	13		13	
13	M							13	13		13	
14	T							13	13		13	
15	W							13	9		9	
16	T							13	Institute			
17	F							13				
27	M							15	15		15	
28	T							15	15		15	
29	W							15	15		15	
30	T							15	15		15	
31	F							15	15		15	
Extra Days Taught 23					2			15	15		15	
Extra Days Taught 24								15	15		15	
Totals for Month					2			300	256	7	260	2
Totals for Last Mo.		7	6		2			258	236	18	234	
Total to Date		7	6		2			558	494	25	494	2

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
Ŧ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1	Campbell, Bernard	Van Buren Co.
2	" , Willard	
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

FOR MONTH

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

BEGINNING Nov. 3 1941 — NO. OF DAYS IN SESSION 18

ENDING Nov. 28 1941 — DIST. NO. 4 Alamo — TOWNSHIP Hazel E. Richards TEACHER

DAY OF MONTH ☞

Number	Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't	Grade	NAMES OF PUPILS (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth)	Age	Sex
1	A		A			B	A	A				2	Buck, Betty Jean		F
2	A		B			C	A	A				1	" , Flora Mae		F
3	B		B		B	C	C	B	C			3	" , Richard		M
4	B		C			C	C	C				2	Campbell, Bernard		M
5	E		E		D	C	D	C	E			4	" , Willard		M
6	D		C	C	B	C	B	E	C	B	D	8	Garrison, Glenn		M
7	B		B		C	B	A	A	D			3	Mollitor, Crystall		F
8	C		C	D	B	C	B	D	E			5	Pio, Dale		M
9	C		C			C	B	B				3	" Glory		F
10	C		C		C	C	C	D	B			8	Porter, Robert		M
11	E		D	E	C	C	C	E	E			6	Strauss, Frederick		M
12	D		B		A	C	C	B	C			4	" , Hazel		F
13	D		C		A	C	C	B	C						
14															
15													Emerson, Catherine		
16															
17													Lord, James		
18															
19													Pio, Clarence		
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															
36															
37															
38															
39															
40															

Number	1st Week M	T	W	T	F	2d Week M	T	W	T	F	3d Week M	T	W	T	F	4th Week M	T	W	T	F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
1																				/	35	1	18		Dr. for rash
2																					36		18		
3																					36		18		
4																					36		18		
5																					36		18		
6																					36		18		
7						X								Thanksgiving					/		33	3	18		No overshoes.
8																					36		18		
9																					36		18	2	
10																					36		18		
11																	X				34	2	18		Funeral
12																	X				34	2	18		"
15–19	Moved to Oakwood over the week-end																								
Monthly Totals																					424	8	216	2	

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-30907

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT

DATE OF MONTH	DAY OF WEEK	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	A.M. B Number Tardy	P.M. C Number Present	P.M. D Number Tardy
N 3	M						3	12	12		12	
4	T							12	12	1	12	
5	W							12	12		12	
6	T							12	12		12	
7	F							12	12		12	
10	M							12	11	1	11	
11	T							12	12		12	
12	W							12	12		12	
13	T							12	12		12	
14	F							12	12		12	
17	M							12	12		12	
18	T							12	12		12	
19	W							12	12		12	
20	T							12	Thanksgiving			
21	F							12				
24	M							12	12		12	
25	T							12	10		10	
26	W							12	12		12	
27	T							12	12		11	
28	F							12	12		11	
Extra Days Taught												
Totals for Month							3	240	213	2	211	
Totals for Last Mo.		7	6		2			558	494	25	494	2
Total to Date		7	6		2		3	798	707	27	705	2

ATTENDANCE SYMBOLS

R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
╪=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership
13+2 - 3 = 12

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1	Emerson, Catherine	To Oakwood
2		
3	Lord, James	To Oakwood
4		
5	Pio, Clarence	To Oakwood
6		
7		

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH BEGINNING Dec. 1 1941 ENDING Dec. 26 1941

NO. OF DAYS IN SESSION 17

DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER

Arithmetic	Arts	English	History	Physiology — Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't	Number	Grade	Names of Pupils (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth)	Age	Sex	Daily marks (1st–4th Week, M T W T F)	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		B			B	A	A				1	2	Buck, Betty Jean	7	F	1st Wk Th: / ; 3d Wk Th: X	31	3	18		Town
B		C			C	A	A				2	1	" , Flold Mae	6	F	1st Wk Th: /	33	1	18		"
C		C		C	C	C	C	B			3	3	" , Richard	8	M	1st Wk Th: /	33	1	18		"
C		C			C	C	C				4	2	Campbell, Bernard	7	M	4th Wk M: X ; T: X	32	2	18	1	Chicken pox
D		E		D	C	C	D	E			5	4	" , Willard	9	M	4th Wk M: X ; T: X	30	4	18		Chicken pox
D		B	D	B	C	B	D	C	C	C	6	8	Garrison, Glenn	13	M		34		18		
A		C		C	B	A	A	C			7	3	Mollitor, Crystall	7	F	4th Wk M: X L	30	2	16		
D		B	E	D	C	B	D	D			8	5	Pio, Dale	13	M	1st Wk T: / ; 2d Wk F: / ; 3d Wk F: X	30	4	18		Working at home Lapeer
B		C			C	B	B				9	3	" , Gloria	5	F	3d Wk F: X	32	2	18	2	At Lapeer.
C		C		B	C	B	E	B			10	3	Porter, Robert	8	M		34		18		
E		C	D	B	C	C	E	E			11	6	Strauss, Frederick	13	M	2d Wk Th: X ; 4th Wk M: X	30	4	18		
D		C		A	C	C	B	B			12	4	" , Hazel	9	F						

(Written vertically across the 4th Week columns: Christmas)

Numbered rows 13–40 are blank.

The 24th and 26th are already made up by the 23rd and 24th of October which I taught extra that month.

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

Monthly Totals: 379 23 214

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-30307

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT B-1-2-3-4-5-6-8.

Date of Month	Day of Week	1 Registration: Boys	1 Registration: Girls	2 Received by Transfer: A Other Schools in Same District	2 Received by Transfer: B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A. M.: A Number Present	6 A. M.: B Number Tardy	6 P. M.: C Number Present	6 P. M.: D Number Tardy
D 1	M							12	12		12	
2	T							12	12		11	
3	W							12	12		12	
4	T							12	12		9	
5	F							12	12		12	
8	M							12	12		12	
9	T							12	12	1	12	
10	W							12	12		12	
11	T							12	11		11	
12	F							12	12		11	
15	M							12	12	1	12	
16	T							12	12		12	
17	W							12	12		12	
18	T							12	11		11	
19	F							12	10		10	
22	M							12	8	1	8	
23	T						1	11	9		9	
24	W											
25	T							11	Christmas.			
26	F											
Extra Days Taught												
Totals for Month							1	214	194	3	189	
Totals for Last Mo.		7	6		2		3	798	707	27	705	2
Total to Date		7	6		2		4	1012	901	30	894	2

ATTENDANCE SYMBOLS: R=Registered; ET=Entered by Transfer; RT=Returned; L=Left or Loss; T=Tardy in Forenoon; ⊥=Tardy in Afternoon; H=Tardy both A.M. and P.M.; \=Absent in Forenoon; /=Absent in Afternoon; X=Absent all Day; S=Sick; A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT Col. 1+Col. 2+Col. 3—Col. 4=Membership: 13+2-4=11

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1	Crystall Mollitor	Oakwood.
2		
3		
4		
5		
6		
7		

FOR MONTH
BEGINNING Jan. 5 1942
ENDING Jan. 30 1942

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

NO. OF DAYS IN SESSION 20

DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER

Arithmetic	Arts	English	History	Physiology — Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't	Number	Grade	Names of Pupils	Age	Sex	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		B			B	A	A				1	2	Buck, Betty Jean	7	F	40		20		
B		C			B	A	A				2	1	" , Flora Mae	6	F	38	2	20		Dentist
B		B		B	C	C	A	C			3	3	" , Richard	8	M	40		20		
C		C			C	C	C				4	2	Campbell, Bernard	7	M	40		20	2	
D		E		D	C	C	C	E			5	4	" , Willard	9	M	40		20	3	
D		D	D	C	C	B	D	D	D	C	6	8	Garrison, Glenn	13	M	40		20		
E		D	D	B	C	B	D	E			7	5	Pio, Dale	13	M	34	6	20	3	[illegible]
C		C			C	B	B				8	B	" , Gloria	5	F	20	20	20	3	Too cold
C		B		C	C	C	C	B			9	3	Porter, Robert	8	M	40		20		
D		D	D	D	C	C	E	E			10	6	Strauss, Frederick	13	M	34	6	20		Too cold
D		B		C	C	C	A	B			11	4	" , Hazel	9	F	26	14	20		" "
											12	3	Mollitor, Crystall		F	20		10		
											13									
											14									
											15									
											16									
											17									
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											36									
											37									
											38									
											39									
											40									

Names of Pupils: Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth

Day of Month: 1st Week, 2d Week, 3d Week, 4th Week (M T W T F)

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory — Monthly Totals

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-30007

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT B-1-2-3-4-5-6-8

Date of Month	Day of Week	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 Received by Transfer B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	A.M. B Number Tardy	P.M. C Number Present	P.M. D Number Tardy
5	M							11	10	1	10	
6	T							11	10		10	
7	W							11	8		8	2
8	T							11	8		8	
9	F							11	8	1	8	
12	M							11	8		8	
13	T							11	8		8	
14	W							11	10		10	
15	T							11	10		10	
16	F							11	11		11	
19	M					1		12	12	2	12	
20	T							12	12		12	
21	W							12	12		11	
22	T							12	12	1	12	
23	F							12	11		12	
26	M							12	12	1	12	
27	T							12	12		12	
28	W							12	10		10	
29	T							12	11	2	11	1
30	F							12	12		12	
Extra Days Taught												
Totals for Month						1		230	207	8	207	3
Totals for Last Mo.		7	6		2		4	1012	901	30	894	2
Total to Date		7	6		2	1	4	1242	1108	38	1101	5

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
⌶=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership
13+2+1−4=12

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1	Crystall Mollitor	Oakwood.
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH
BEGINNING Feb. 2 1942
ENDING Feb. 27 1942
DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER
NO. OF DAYS IN SESSION 19

Arithmetic	Arts	English	History	Physiology — Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't			Number	Grade	NAMES OF PUPILS (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth)	Age	Sex	1st Week M T W T F	2d Week M T W T F	3d Week M T W T F	4th Week M T W T F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		A			B	A	A						1	2	Buck, Betty Jean	7	F		Institute			38		20		
B		B			B	A	A						2	1	" , Flora Mae	6	F					38		20		
B		B		C	C	C	A	C					3	3	" , Richard	9	M					38		20		
													4	2	Campbell, Bernard	7	M					38		20		
													5	3	" , Willard	9	M					38		20		
C		D	C	C	C	B	C		C	D			6	8	Garrison, Glenn	13	M					37		20		
													7	5	Pio, Dale	13	M	X X X X L				9	9	9		
													8	B	" , Gloria	5	F	X X X X L				10	8	9		
D		C		B	C	C	D	C					9	3	Porter, Robert	8	M					38		20		
C		B		B	B	A	A	C					10	3	Mollitor, Crystall	7	F					38		20		
C		B		B	C	C	C	D					11	4	Strauss, Hazel	10	F	X				36	2	20		
D		E	D	C	C	C	D	D					12	6	" , Frederick	14	M					38		20		
													13													
													14													
													15													
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													37													
													38													
													39													
													40													
																					Monthly Totals	397	19	218		

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-30907

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT B-1-2-3-4-5-6-8

DATE OF MONTH	DAY OF WEEK	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 Received by Transfer B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	A.M. B Number Tardy	P.M. C Number Present	P.M. D Number Tardy
Feb 2	M							12	10		10	
3	T							12	10		10	
4	W							12	10		10	
5	T							12	10		10	
6	F						2	10	9		9	
9	M							10	Institute			
10	T							10	10		10	
11	W							10	10		10	
12	T							10	10		10	
13	F							10	10		10	
16	M							10	10	1	10	
17	T							10	10		10	
18	W							10	10		10	
19	T							10	10		10	
20	F							10	10		10	
23	M					2		12	12		12	
24	T							12	12		12	
25	W							12	12		12	
26	T							12	12	1	12	
27	F							12	12		12	
Extra Days Taught												
Totals for Month						2	2	218	199	2	198	
Totals for Last Mo.		7	6		2	1	4	1242	1108	38	1101	5
Total to Date		7	6		2	3	6	1460	1307	40	1299	5

ATTENDANCE SYMBOLS
R—Registered
ET—Entered by Transfer
RT—Returned
L—Left or Loss
T—Tardy in Forenoon
⊥—Tardy in Afternoon
H—Tardy both A.M. and P.M.
\—Absent in Forenoon
/—Absent in Afternoon
X—Absent all Day
S—Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4 = Membership
13+2+3-6=12

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		Oakwood.
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1	Pio, Dale	
2	" , Gloria	Oakwood.
3		
4		
5		
6		
7		

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH
BEGINNING Mar. 2 1942
ENDING Mar. 27 1942
DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER
NO. OF DAYS IN SESSION 18

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't	Number	Grade	NAMES OF PUPILS (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth)	Age	Sex	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		A			B	A	A				1	2	Buck, Betty Jean	7	F	36		20		
A		B			B	A	A				2	1	" , Flora Mae	6	F	36		20		
B		D		C	C	B	A	C			3	3	" , Richarde	9	M	34	2	20		
D		C	C	C	C	B	B		D	D	4	8	Garrison, Glenn	13	M	36		20		
B		C		B	B	A	A	C			5	3	Mollitor, Crystall	7	F	32	4	20		Rain
											6	5	Pio, Dale	13	M	24	12	20		Just out
											7	B	" Gloria	6	F	12	24	20	21	Just out.
C		C		C	C	C	D	C			8	3	Porter, Robert	8	M	34	2	20		Ill.
D		D	D	C	C	C	D	C			9	6	Strauss, Frederich	14	M	36		20		
D		D		B	C	C	A	B			10	4	" , Hazel	10	F	36		20		
											11		Campbell, Bernard		L	3				
											12		" , Willard							
											13									
											14									
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											16									
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											34									
											35									
											36									
											37									
											38									
											39									
											40									
													Monthly Totals			316	43	200	2	

Teacher here — children appeared, so dismissed

Teacher snowed in. Some children came but left again

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-30907

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT B-1-2-3-4-5-6-8

Date of Month	Day of Week	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	A.M. B Number Tardy	P.M. C Number Present	P.M. D Number Tardy
M/2	M						2	10	10	1	10	
3	T							10	9		9	
4	W							10	9		8	
5	T							10	10	1	10	
6	F							10	10		10	
9	M							10	Storm			
10	T							10	Storm			
11	W							10	9		8	
12	T							10	8		8	
13	F							10	8		8	
16	M							10	8		8	
17	T							10	8		8	
18	W							10	8		8	
19	T							10	10		10	
20	F							10	9		9	
23	M							10	9		9	
24	T							10	9		9	
25	W							10	9		9	
26	T							10	8		8	
27	F							10	8		8	
Extra Days Taught												
Totals for Month							2	200	159	2	157	
Totals for Last Mo.		7	6		2	3	6	1460	1307	40	1299	5
Total to Date		7	6		2	3	8	1660	1466	42	1456	5

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
Ⱶ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership
13+2+3-8=10

STUDENTS RECEIVED

NAME	FROM WHAT SCHOOL
1	
2	
3	
4	
5	
6	
7	

STUDENTS LEFT

NAME	TO WHAT SCHOOL
1 Campbell, Bernard	Van Buren Co.
2 " , Willard	Van Buren Co.
3	
4	
5	
6	
7	

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH
BEGINNING Mar. 30 1942
ENDING Apr. 24 1942

NO. OF DAYS IN SESSION 20

DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER

Arithmetic	Arts	English	History	Physiology-Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't	Number	Grade	NAMES OF PUPILS (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth)	Age	Sex	1st Week M	1st Week T	1st Week W	1st Week T	1st Week F	2d Week M	2d Week T	2d Week W	2d Week T	2d Week F	3d Week M	3d Week T	3d Week W	3d Week T	3d Week F	4th Week M	4th Week T	4th Week W	4th Week T	4th Week F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		A			B	A	A				1	2	Buck, Betty Jean	7	F																					40		20		
B		B			B	A	A				2	1	" , Flora Mae	6	F			X	X	X																34	6	20		ulcerated teeth pulled
C		B			C	B	A	C			3	3	" Richard		M								X													38	2	20		Dentist
C		C	D	C	C	B	B		C	D	4	8	Garrison, Glenn	13	M																					40		20		
B		B		C	B	A	A	C			5	3	Mollitor, Crystall	8	F																					40		20		
											6	3	Porter, Robert	8	M						/					X	X			L						25	5	15		Camp Custer
D		D	D	B	C	C	D	D			7	6	Strauss, Frederick	14	M																					40		20		
C		C		B	C	C	C	D			8	4	" , Hazel		F																					40		20		
											9	5	Pio, Dale	13	M	L																								
											10	B	" , Gloria	6	F	L																								
											11	B	Rutlidge, Robert	5	M											ET								X		18	2	10		
											12																													
											13																													
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											38																													
											39																													
											40																													
																																				315	12	165		Monthly Totals

SCHOLARSHIP MARKS: A=Excellent, B=Good, C=Average, D=Poor, E=Failure, X=Absent from Examination, I=Incomplete or, S=Superior, U=Unsatisfactory

NOTE:—See Model on Inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-20907

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT 1-2-3-4-6-8

DATE OF MONTH	DAY OF WEEK	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 Received by Transfer B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	6 A.M. B Number Tardy	6 P.M. C Number Present	6 P.M. D Number Tardy
M30	M						2	8	8		8	
31	T							8	8		8	
A1	W							8	7		7	
2	T							8	7		7	
3	F							8	7		7	
6	M							8	8		7	
7	T							8	8		8	
8	W							8	7		7	
9	T							8	8		8	
10	F							8	8		8	
13	M				1			9	8		8	
14	T							9	8		8	
15	W							9	9		7	
16	T							9	9		9	
17	F							9	9		7	
20	M						1	8	8		8	
21	T							8	8		8	
22	W							8	8		8	
23	T							8	7		7	
24	F							8	8		8	
Extra Days Taught												
Totals for Month					1		3	165	158		157	
Totals for Last Mo.		7	6		2	3	8	1660	1466	42	1466	5
Total to Date		7	6		3	3	11	1825	1624	42	1613	5

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
Ⱶ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership
13+3+3 -11 = 8.

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1	Rutlidge, Robert	Brook Farm School
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1	Pio, Dale →	Woodward Ave. Kazoo
2	" , Gloria →	Otsego
3		
4		
5	Porter, Robert	200 miles north.
6		
7		

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH
BEGINNING Apr. 27 1942
ENDING May 22 1942
DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER
NO. OF DAYS IN SESSION 20

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't	Number	Grade	NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth	Age	Sex	1st Week M	T	W	T	F	2d Week M	T	W	T	F	3d Week M	T	W	T	F	4th Week M	T	W	T	F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		A			B	A	A				1	2	Buck, Betty Jean	7	F																					40		20		
B		B			B	A	A				2	1	" , Flora Mae	6	F																					40		20		
C		C			C	C	A	A			3	3	" , Richard	9	M																					40		20		
D		D	C	C	C	B	C		B	D	4	8	Garrison, Glenn	13	M																					40		20		
											5	3	Mollitor, Crystall	8	F								X													38	2	20		
[illegible]		B			C	B	B				6	1	Rutledge, Robert	5	M													X								38	2	20		
E		D	E	C	C	C	E	E			7	6	Strause, Frederick	14	M					X																38	2	20		
C		B		A	C	C	C	D			8	4	" , Hazel		F																					40		20		
											9																													
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											38																													
											39																													
											40																													
																																				314	6	160		Monthly Totals

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-30907

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT

DATE OF MONTH	DAY OF WEEK	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 Received by Transfer B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A. M. A Number Present	A. M. B Number Tardy	P. M. C Number Present	P. M. D Number Tardy
	M							8	8		8	
	T							8	8		8	
	W							8	8		8	
	T							8	8		8	
	F							8	7		7	skipped
	M							8	8		8	
	T							8	8		8	
	W							8	7		7	rain
	T							8	8		8	
	F							8	8		8	
	M							8	8		8	
	T							8	8		8	rain
	W							8	7		7	
	T							8	8		8	
	F							8	8		8	
	M							8	8		8	
	T							8	8		8	
	W							8	8		8	
	T							8	8		8	
	F							8	8		8	
Extra Days Taught												
Totals for Month								160	157		157	
Totals for Last Mo.		7	6		3	3	11	1825	1624	42	1613	5
Total to Date		7	6		3	3	11	1985	1781	42	1770	5

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
Ɪ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership
13+3+3-11=7

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

ANNUAL SUMMARY OF REGISTRATION AND ATTENDANCE

For the School Year ending June 30, 1942

Dist No. 4 Alamo Township Kalamazoo County

MONTH OF SCHOOL YEAR	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 Received by Transfer B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	6 A.M. B Number Tardy	6 P.M. C Number Present	6 P.M. D Number Tardy
Sept.	7	6					258	236	18	234	0
Oct.				2			300	258	7	260	2
Nov.						3	240	213	2	211	
Dec.						1	214	194	3	189	
Jan.					1		230	207	8	207	3
Feb.					2	2	218	199	2	198	
Mar.						2	200	159	2	157	
Apr.				1		3	165	158		157	
May							160	157		157	
TOTALS	7	6		3	3	11	1985	1781	42	1770	5

Item 7 — PROOF OF MEMBERSHIP
Col. 1 + Col. 2 + Col. 3 − Col. 4 = Item 7
13+3+3−11 = 8

Item 8 — AVERAGE MEMBERSHIP
Col. 5 ÷ Item 13 = Item 8
1985 ÷ 180 = 11.0

Item 9 — SUM OF DAILY ATTENDANCE
Col. 6A + Col. 6C ÷ 2 = Item 9
1781 + 1770 = 3550
3550 ÷ 2 = 1775

Item 10 — AVERAGE ATTENDANCE
Item 9 ÷ Item 12 = Item 10
1775 ÷ 171 = 10.3

Item 11 — TOTAL TARDINESS: 47

Item 12 — ACTUAL NUMBER OF DAYS SCHOOL WAS IN SESSION: 171

Item 13 — NUMBER OF DAYS FOR WHICH TEACHER WAS PAID: 180

Item 14 — MEMORANDA

ANNUAL REPORT TO COMMISSIONER AND DIRECTOR

1. Total registration for year (Col. 1) 13
2. Number received from all sources during year (Col. 2 plus Col. 3) 6
3. Number lost from all causes during year (Col. 4) 11
4. Average daily attendance for the year (Item 10) (a) K-6 or 8 ______ (b) 7-12 ______
5. Membership by grades at close of year
   Kg 1, 1 1, 2 1, 3 2, 4 1, 5 ______, 6 1,
   7 ______, 8 1, 9 ______, 10 ______, 11 ______, 12 ______,
   Others ______ TOTAL 8
6. Number of non-resident pupils in school (a) K-8 ______ (b) 9-12 ______
7. Number of pupils transported ______ (a) K-8 ______ (b) 9-12 ______
8. Number of pupils attending school in another district (a) K-8 ______ (b) 9-12 ______
9. Number of children in district enrolled in private and parochial schools ______
10. (a) Number of public school houses in district 1
    (b) Number of class rooms in district 1
11. (a) Has the district a library established by vote of the district? ______
    (b) Number of volumes added to library during year ______
    (c) Total number of volumes in library ______

Form CA-100B Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich.

12. Does the district furnish free text books to (a) indigent pupils only ______
    (b) all elementary pupils ______ (c) all secondary pupils ______
    (d) to none ✓
13. Has your school 1. a motion picture projector ______, 2. sound equipment ______, 3. stereopticon projector ______, 4. a radio ______,
    5. a piano ✓, 6. a phonograph ______, 7. electricity ✓, 8. an organ ______
14. Number of teaching positions ______ (a) K-6 ______ (b) 7-12 ______
15. Number of different teachers employed 1
16. Average membership for the year: (Districts teaching only first eight grades, list all in elementary division) (Item 8) ______
    a. Elementary (Grades K-6 inclusive, except as noted above) ______
    b. Number of Elementary teachers ______
    c. Secondary (Grades 7-12) ______
    d. Number of Secondary teachers ______
17. Number of days school was in session (Item 12) 171
18. Number of days for which teachers were paid (Item 13) 180
19. Number of pupils granted 8th grade diplomas 1
20. Number of last years graduates in high school 1
21. Has the district all supplies, dictionaries, globe, maps (required by law?) (Page 17, 1936 School Laws). (List missing items) Yes
22. Are hygiene and physiology being taught as provided by law? "
23. (a) What is the source of water supply? pump
    (b) Kind of toilets? outdoor
    (c) Are both approved by the Health Department? Yes
24. (a) Is the heating plant adequate? Yes
    (b) Is it in good condition? Fair
25. Does the district furnish seat work material? Yes
26. (a) Have you a P. T. A. or other community group? What? ______
    (b) Name of President ______ Address ______
27. Years of teaching experience 25
28. Years of training beyond high school 2 yrs. 5 summers
29. Kind of degree ______ Institution ______
30. What year was your certificate registered in the commissioner's office? ______
31. In what month did you pay your institute fee for this year? Sept
32. Annual salary received this year $720
33. Where will you teach next year? Dist #4 Alamo
34. Recommendations for the betterment of your school New looking glass. Clock repaired

SPECIAL DIRECTIONS:
Make Annual Report complete in three copies; One to School Commissioner, one to School Director and one to Successor.

Hazel E. Richards
Signature of Teacher, Principal or Superintendent.

The last check should not be given to the teacher until a receipt is produced showing that all fees are paid and all reports are complete. Where there is more than one room one report should be sent to the Commissioner for the whole school. Every blank should be completed.

FOR YEAR

Beginning ________ 19 ___

Ending ________ 19 ___ Dist. No. ________ ________ Township ________ Teacher

FINAL REPORT TO SUCCESSOR AND COMMISSIONER (OR SUPERINTENDENT) ON ATTENDANCE, SCHOLARSHIP RECORDS, CLASS SUMMARIES AND RECOMMENDATIONS

Total No. of Days Taught ________

Teacher's Salary ________

Branches: Arithmetic	Drawing	Language–Grammar	History	Physiology–Hygiene	Penmanship	Reading	Spelling	Geography	Agriculture	Civil Gov't	Promoted * to Grade	Number	Grade	Names of Pupils	Date of Birth	Sex	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Date of Entry	R. Et. or Ret.	Date Left	Recommendations
											3	1	2	Buck, Betty Jean		F								
											2	2	1	" Flora Mae		F								
											4	3	3	" Richard		M								
											9	4	8	Garrison, Glenn		M								
											4	5	3	Molliton, Crystall		F								
											1	6	B	Rutledge, Robert		M								
												7	6	Strauss, Frederick		M								
											5	8	4	" , Hazel		F								
												9												
												10												
												11												
												12												
												13												
												14												
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												53												
												54												
												55												
												56												

=YEARS TOTALS

FOR PART-TIME AND SUBSTITUTE TEACHERS IN RURAL SCHOOLS ONLY

Names of Teachers Employed	Date Certificate Was Issued	Kind of Certificate Life, Limited, Etc.	Teacher Training Institution	Date of Expiration of Certificate	No. Days Employed	Hours per Day	Salary Received

Form CA—100-C

ANNUAL SUMMARY OF REGISTRATION AND ATTENDANCE

For the School Year ending June 30, 19 42

Dist No. 4 Alamo Township Kalamazoo County

MONTH OF SCHOOL YEAR	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 Received by Transfer B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A. M. A Number Present	6 Daily Attendance A. M. B Number Tardy	6 Daily Attendance P. M. C Number Present	6 Daily Attendance P. M. D Number Tardy
Sept.	7	6					258	[illegible]	18	239	0
Oct.				2			300	258	7	260	2
Nov.						3	240	213	2	211	
Dec.					1	1	254	194	3	179	
Jan.					1		220	207	7	207	3
Feb.						2	219	198	2	195	
Mar.						2	160	159	2	137	
Apr.				1		3	163	159		137	
May							160	157		137	
TOTALS	7	6		3	3	11	1785	1791	42	1770	5

Item 7 PROOF OF MEMBERSHIP
Col.1+Col.2+Col.3−Col.4=Item 7
13+3−11 = [illegible]

Item 8 AVERAGE MEMBERSHIP
Col. 5÷Item 13=Item 8
1785 ÷ 170 = 11.0

Item 9 SUM OF DAILY ATTENDANCE
Col. 6A+Col. 6C÷2=Item 9
1791+1770 3560
3560 ÷ 2 = 1775

Item 10 AVERAGE ATTENDANCE
Item 9 ÷ item 12 = item 10
1775 ÷ 171 10.3

Item 11 TOTAL TARDINESS: 47

Item 12 ACTUAL NUMBER OF DAYS SCHOOL WAS IN SESSION: 171

Item 13 NUMBER OF DAYS FOR WHICH TEACHER WAS PAID: 170

Item 14 MEMORANDA

ANNUAL REPORT TO COMMISSIONER AND DIRECTOR

1. Total registration for year (Col. 1) 13
2. Number received from all sources during year (Col. 2 plus Col. 3) 6
3. Number lost from all causes during year (Col. 4) 11
4. Average daily attendance for the year (Item 10) (a) K-6 or 8 ____ (b) 7-12 ____
5. Membership by grades at close of year
   Kg 1, 1 1, 2 1, 3 2, 4 1, 5 ____, 6 1,
   7 ____, 8 1, 9 ____, 10 ____, 11 ____, 12 ____,
   Others ____ TOTAL ____
6. Number of non-resident pupils in school (a) K-8 ____ (b) 9-12 ____
7. Number of pupils transported ____ (a) K-8 ____ (b) 9-12 ____
8. Number of pupils attending school in another district (a) K-8 ____ (b) 9-12 ____
9. Number of children in district enrolled in private and parochial schools ____
10. (a) Number of public school houses in district 1
    (b) Number of class rooms in district 1
11. (a) Has the district a library established by vote of the district? ____
    (b) Number of volumes added to library during year ____
    (c) Total number of volumes in library ____

Form CA-100B Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich.

12. Does the district furnish free text books to (a) indigent pupils only ____
    (b) all elementary pupils ____ (c) all secondary pupils ____
    (d) to none ✓
13. Has your school 1. a motion picture projector ____, 2. sound equipment ____, 3. stereopticon projector ____, 4. a radio ____, 5. a piano ✓, 6. a phonograph ____, 7. electricity ✓, 8. an organ ____
14. Number of teaching positions ____ (a) K-6 ____ (b) 7-12 ____
15. Number of different teachers employed 1
16. Average membership for the year: (Districts teaching only first eight grades, list all in elementary division) (Item 8) ____
    a. Elementary (Grades K-6 inclusive, except as noted above) ____
    b. Number of Elementary teachers ____
    c. Secondary (Grades 7-12) ____
    d. Number of Secondary teachers ____
17. Number of days school was in session (Item 12) 171
18. Number of days for which teachers were paid (Item 13) 170
19. Number of pupils granted 8th grade diplomas 1
20. Number of last years graduates in high school 1
21. Has the district all supplies, dictionaries, globe, maps (required by law?) (Page 17, 1936 School Laws). (List missing items) Yes
22. Are hygiene and physiology being taught as provided by law? "
23. (a) What is the source of water supply? Pump
    (b) Kind of toilets? outdoor
    (c) Are both approved by the Health Department? ____
24. (a) Is the heating plant adequate? Yes
    (b) Is it in good condition? Fair
25. Does the district furnish seat work material? Yes
26. (a) Have you a P. T. A. or other community group? What? ____
    (b) Name of President ____ Address ____
27. Years of teaching experience 25
28. Years of training beyond high school Agric. Sem.
29. Kind of degree ____ Institution ____
30. What year was your certificate registered in the commissioner's office? ____
31. In what month did you pay your institute fee for this year? Sept
32. Annual salary received this year 1120
33. Where will you teach next year? [illegible]
34. Recommendations for the betterment of your school [illegible]

SPECIAL DIRECTIONS:
Make Annual Report complete in three copies. One to School Commissioner, one to School Director and one to Successor.

Hazel E. P[illegible]
Signature of Teacher, Principal or Superintendent.

The last check should not be given to the teacher until a receipt is produced showing that all fees are paid and all reports are complete. Where there is more than one room one report should be sent to the Commissioner for the whole school. Every blank should be completed.

FINAL REPORT TO SUCCESSOR AND COMMISSIONER (OR SUPERINTENDENT) ON ATTENDANCE, SCHOLARSHIP RECORDS, CLASS SUMMARIES AND RECOMMENDATIONS

FOR YEAR

Beginning Sept. 1941

Ending May 1942 Dist. No. 4 Alamo Township Hazel E. Richards Teacher

Total No. of Days Taught 171

Teacher's Salary 720

Arithmetic	Drawing	Language—Grammar	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Agriculture	Civil Gov't	Promoted * to Grade	Number	Grade	Names of Pupils	Date of Birth	Sex	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Date of Entry	R. Et. or Ret.	Date Left	Recommendations
											3	1	2	Buck, Betty Jean		F								
											2	2	1	" Floty Mae		F								
											4	3	3	" Richard		M								
											9	4	8	Garrison, Glenn		M								
											4	5	3	Mollitor, Crystall		F								
											1	6	B	Rutlidge, Robert		M								
												7	6	Straubs, Frederick		M								
											5	8	4	" , Hazel		F								
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=YEARS TOTALS

FOR PART-TIME AND SUBSTITUTE TEACHERS IN RURAL SCHOOLS ONLY

Names of Teachers Employed	Date Certificate was Issued	Kind of Certificate Life, Limited, Etc.	Teacher Training Institution	Date of Expiration of Certificate	No. Days Employed	Hours per Day	Salary Received

Form CA—100-C

REGISTER OF VISITORS

DATE	NAME	REMARKS	DATE	NAME	REMARKS
[illegible]	Mary Lindfield	Good luck!			

DAILY PROGRAM OF CLASSES

A. M. TIME	CLASS

P. M. TIME	CLASS